

TITLE:	ONLINE PRIVACY		
POLICY #:	P-CCSP-014	EFFECTIVE DATE:	DECEMBER 20, 2006
SCOPE:	ALL DEPARTMENTS	SUPERCEDES:	FIRST RELEASE



State of Colorado

Cyber Security Policies

Online Privacy

Overview

This policy document is part of the State of Colorado Cyber Security Policies, created to support the State of Colorado Chief Information Security Officer (CISO) in achieving the goals of the Colorado Information Security Act (C.R.S. 24-37.5, Part 4). All Agencies within the scope of this Policy must support and comply with the Requirements section of this document. Additional best-practice guidance is outlined in the Guidelines Section which has been designed to help an Agency achieve the objective of this Policy.

For the purposes of this document, an "Agency" includes organizations as defined in C.R.S. 24-37.5-102(5).

Authority

C.R.S. 24-37.5-401(1), C.R.S. 24-37.5-403(2)(b)-(c), C.R.S. 24-37.5-404(2)(b).

Scope

This policy document applies to every State agency ("Agency") as defined in C.R.S. 24-37.5-102(5). "State agency" means every state office, whether legislative, executive, or judicial, and all of its respective officers, departments, divisions, commissions, boards, bureaus, and institutions. "State agency" does not include State-supported institutions of higher education, the department of higher education, the Colorado commission on higher education, or other instrumentality thereof.

Policy

Agencies shall provide a specific statement regarding information privacy to each end-user of public systems administered or operated by the Agency.

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Definitions

For the purposes of this document, please refer to C.R.S. 24-37.5-102, C.R.S 24-37.5-402 and the Colorado Cyber Security Program Policy Glossary for any terms not specifically defined herein.

Requirements

At a minimum, a link to a privacy statement shall be provided to the user on each “page” that requests private data from a citizen.

All notices must address:

- Rationale for the collection of any personal information and a description of how it will be used and who it will be shared with.
- Assertion of security and integrity protection provided to the information collected to prevent unauthorized disclosure or loss.
- End-user options regarding restriction on the collection and use of their personal information.
- End-user access to collected information and options for identifying and correcting errors.
- Options for reviewing records of the State of Colorado’s compliance with its privacy policy and information security practices.
- Options for recourse if the user data is misused.

In the event a site or application interface does not collect private data from users, no privacy notice is required.

Responsibilities

Executive Director – responsible for:

- Enforcing the policy within his/her department and mitigating operational risks associated with State of Colorado’s commitment to online citizen information privacy principles.
- Designating a Point of Contact for reviewing complaints and authority to resolve issues.

Agency Chief Information Officer (CIO) – is responsible for ensuring all “Internet-facing” systems intended for use by the public are deployed with this notice.

Agency Information Security Officer (ISO) – is responsible for ensuring the implementation of online privacy safeguards as required by this policy.

Guidelines

This section describes best practices for meeting the objective of this policy.

Online Privacy Statements shall implement and be in compliance with the following:
COPPA; World Wide Web Platform for Privacy Preferences Project (W3P3P) 1.0;

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Statement of Citizen Privacy and Online Access

To assist each State of Colorado citizen in understanding the rules governing electronic account access, a Privacy Policy Statement is provided on the State of Colorado's Web site. This statement addresses and documents the applicable laws and regulations, State of Colorado's online privacy principles, specific citizen rights and options, and citizen alternatives for accessing information. A link to this statement is to be provided from each public-access system.

Online Processing Privacy Notice

A link to view the State of Colorado's Privacy Policy Statement is to be provided when a citizen accesses any Internet site doing business on behalf of or in representation of the State Government.

References

- COPPA – Children's Online Privacy Protection Act
- World Wide Web Platform for Privacy Preferences Project (W3P3P) 1.0
- Better Business Bureau (BBB) Online

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